



DISABILITY AND COMMUNICATION ACCESS BOARD

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DISABILITY AND COMMUNICATION ACCESS BOARD GUIDELINES FOR LETTERS OF SUPPORT FOR GRANTS

Many agencies approach the Disability and Communication Access Board for letters of support for their agency. These letters are intended for inclusion with an agency's request for grant money, usually but not always from a foundation, corporation, or governmental body.

The Disability and Communication Access Board establishes the following general guidelines for the issuance of letters of support to facilitate the review of such requests, ensure consistency in the review process and provide sufficient information to make an appropriate decision.

1. The Board shall write letters supporting the intent or purpose of a grant application for an agency program to meet the needs of the disability community.
2. The Board shall give priority to requests from agencies that have had input from or involvement with Board staff, and are consistent with Board philosophy.
3. The following information must be provided in writing before the request is put on an agenda of the Ad-hoc Committee on Grant Endorsement, and subsequently the full Board.
 - a. Name and status of organization making request
 - b. Grant abstract or executive summary of the project
 - c. Budget summary
 - d. Target population and number to be served
 - e. Anticipated benefit
 - f. To whom any letter of endorsement/support is to be addressed, if such a letter is requested
4. The Board shall not write support letters that provide blanket, overall agency support (for the purposes of legitimizing an agency).

The Board shall review each request on individual merit. If the Board chooses to support an activity or event and a letter of support is requested, the staff shall prepare a letter addressed to the organization making the request for inclusion with their grant application. Such a letter shall be signed by the Board Chairperson.

To ensure a timely response to requests for support, the Ad-hoc Committee on Grant Endorsement may be convened by the Executive Director to review requests prior to scheduled Board meetings. The Ad-hoc Committee meeting may occur in any form (face-to-face, conference call, or e-mail) at the discretion of the Executive Director. The Ad-hoc Committee on Grant Endorsement shall be empowered by the full Board to make a decision about the request, until such time that a full vote of the Board can occur to ratify decisions made by the Committee.

Letters of support requested from the Disability and Communication Access Board and the Special Parent Information Network shall conform to this guideline.

Adopted: March 21, 2002